

CITY OF MILWAUKIE

CLASSIFICATION: PUBLIC WORKS SUPERVISOR

Department: Public Works

FLSA Status: Exempt

Pay Grade: 26

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Performs a variety of supervisory, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, wastewater, street, fleet and storm water facilities and systems.

This classification works under the supervision of the Public Works Director. Exercises budget responsibility for the respective division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Provides leadership through planning, organizing, directing, and supervising all activities of the respective division to achieve goals within available resources related to wastewater, storm water, water or streets. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the division. Coordinates activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress in installing new water and wastewater lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and wastewater collection, drainage Systems. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the division budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Plans, schedules, and implements maintenance, and operation and construction activities designed to provide quality water, sanitary sewer, street and storm water service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
5. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, wastewater collection, and storm drainage systems and other division facilities. Coordinates use of equipment and supplies with other divisions.
6. Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, storm water systems and wastewater system at frequent intervals to ensure that all aspects of the systems are functioning properly.
7. Purchases needed supplies for the division and maintains a variety of records relating to personnel, budget, equipment, supplies, water consumption, worker productivity, and other reports.

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8. Advises Public Works Director and other city officials in matters relating to division activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.
9. Responds to emergency situations and complaints regarding water leaks, pressure loss or no water; wastewater back-ups, flooding and storm water issues, street conditions, etc. evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate utility crew, if necessary.
10. Oversees the safety of assigned maintenance workers by ensuring instruction of individuals in proper safety procedures and monitoring work in progress.
11. Analyzes and projects the needs of the city for equipment, roads, sidewalk and materials for completion of the same. Analyzes annual operating costs, develops and recommends division budget. Assists Engineering with development and implementation of capital improvement projects. Informally makes recommendations regarding long-range operational plans.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Equipment, facilities, materials, methods and procedures used in public water treatment and distribution systems, wastewater collection systems, storm water drainage systems, and street systems.
- Pipe installation, connection, and repair.
- Road construction and maintenance.
- Maintenance construction and repair methods and procedures used in assigned area.
- Safety practices and procedures applicable to area of assignment.
- Safe and effective operating practices of light and heavy equipment used in assigned area.
- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Traffic systems, signs, and signals, techniques of flagging and traffic control.
- Pumps and pumping systems and water distribution systems.

Skills and Abilities to:

- Supervise and motivate staff.
- Operate and maintain equipment and power tools used in public works maintenance operations.
- Perform heavy manual work under confined and uncomfortable conditions.
- Determine appropriate resources needed for a project and to direct the work of others.
- Operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners.
- Interpret construction plans.

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Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- High school diploma or GED.
- Five (5) years of experience relating to the construction, repair and maintenance of water, wastewater, street, or storm water drainage systems including the operation of related maintenance equipment inclusive of at least two (2) year of supervisory experience or equivalent training.

Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon State Driver's License with a Class B endorsement.
- Must be able to pass the City's security clearance standards including review of driving record.
- Must obtain OSHA Confined Space and Competent Person Certification, and Traffic control certification within six (6) months of hire.
- Certifications are required depending on assignment, i.e., State of Oregon Water Distribution III, Backflow Inspection, Water Treatment I, or Wastewater Collection I and some erosion control classes within 6 months of hire.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, combination machine, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, hydro cleaner, air compressor and variety of other hand tools.
- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

Supervision:

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the Public Works Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed outdoors in all weather conditions.
- Able to lift 50 pounds.
- Strenuous physical exertion may be required.

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- Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals.
- General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however, persons in this classification are called out in emergency situations at all hours.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 4/1996

Revised: 10/2021 (new format)